

DISPATCH NO.

TO

48

FROM : Acting Chief, Finance Division

**SUBJECT : Processing Travel Vouchers Involving Constructive Cost and Time (Allowable and Leave) as a Result of Travel Performed Via an Indirect Route**

25X1A

REFERENCE: [REDACTED], Paragraphs 2g and 3d

1. Experience has shown that the majority of employees returning PCS from overseas assignments travel via indirect routes. Since existing regulations do not provide guidance regarding computation of entitlements in connection with indirect route travel, this memorandum is submitted in order to outline a uniform procedure which will be used by all certifying officers in computing the maximum allowable cost and the allowable transit time when indirect travel is performed in connection with an authorized permanent change of station. Our primary concern in this respect is to establish an instruction and method of computation which will be uniformly applied and which will be understood by all KUBARK personnel prior to their performance of indirect travel.

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2. [REDACTED], paragraph 5c, authorizes employees and their dependents, without amendment of travel orders, to travel by other than a usually traveled (direct) route; provided, the travel costs do not exceed those which would be incurred by the direct route, and the time in excess of that which would be required on the direct route, is charge to leave (annual, compensatory, or leave without pay, as the case may require).

3. Accepting the philosophy that certain benefits accrue to the Agency as a result of its employees traveling in unfamiliar areas throughout the world (i.e., area knowledge, local customs and practices, living conditions, etc.), the Agency is willing to allow amounts not to exceed the maximum cost and time which would have been incurred on the direct route against the costs and time which were incurred and used on the indirect route. Appendix I contains the basic guidelines to be followed when personnel are planning to travel via an indirect route. Under certain circumstances, the performance of indirect travel could be extremely costly to the employee and he should be knowledgeable of his entitlements and limitations before he finalizes his travel arrangements. Also attached is Appendix II containing answers to questions raised on the uniformity of processing the claims resulting from early departures via indirect routing. It is suggested that this dispatch and attachments be brought to the attention of all employees and that it be required reading prior to their departure from your station or base.

4. The same method of calculating allowable cost and allowable transit time will be used whenever indirect travel is performed as a result of Temporary Duty (TDY) Travel Orders.

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5. This procedure will be in effect for all indirect travel performed after 1 July 1960.

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/s/ [REDACTED]

Attachments:

Appendix I and Appendix II

Distribution:

3 - Field (with 3 copies of Attachments)

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TRANSMITTAL SLIP		DATE
TO: [REDACTED]		16...-W 60
ROOM NO.	BUILDING	
2129	I	
REMARKS: <i>Per your request.</i>		
FROM: Finance Division		
ROOM NO.	BUILDING	EXTENSION
1036	Alcott	2295
FORM NO. 1 FEB 55 241	REPLACES FORM 36-8 WHICH MAY BE USED.	
(47)		